



ACCOUNTING ASSISTANT

DEFINITION

Under general supervision, performs a variety of routine to moderately complex financial support duties requiring knowledge of accounting records and transactions and provides customer services.

This position may be either full time or part-time. The part-time position is with statutory benefits only; position may work up to 28 hours per week, 999 hours per fiscal year.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone, providing fiscal information and explaining procedures.

Prepare a variety of fiscal reports, statements and schedules.

Process cashier transactions, payments (in person and on line), balance and prepare daily deposits; run daily cash reports; verify reports and cash balances received from City departments.

Establish payment arrangements with customers for utility billing payment and coordinate collection on accounts.

May post transactions to accounts payable system; verify, correct and balance accounts payable; generate, validate and mail checks.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Fiscal record keeping, cashiering, accounts receivable, accounts payable and billing.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Accurately type and enter data.

Respond to questions from the public and staff.

Accurately perform basic mathematical calculations.

Apply departmental policies and procedures to maintain control of records, financial statements and databases.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

High School graduation and one (1) year general office experience, including familiarity with computers and office software. Bi-lingual skills desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person



Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

